

**Subject:** Re: Insurance Certificate Approved for San Pedro Property Owners Alliance  
**From:** Lorena Parker <[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>  
**Date:** 08/16/2017 04:16 PM  
**To:** Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)>

Does she have everything she needs to process the insurance?

Lorena Parker  
*Executive Director*  
*San Pedro Property Owners' Alliance*  
**San Pedro Historic Waterfront  
Business Improvement District**  
390 W. 7th Street | San Pedro, CA 90731  
T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)  
[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)  
[www.sanpedrobid.com](http://www.sanpedrobid.com)

On Wed, Aug 16, 2017 at 4:15 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:  
Yes it is. Street Services needs it for our Notification Flyer. Once Sue uploads to Track4LA, we will have the number and add to the flyer.

On Wed, Aug 16, 2017 at 4:12 PM, Lorena Parker <[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)> wrote:  
G,

Is this for the LA Fleet Week event insurance?

I thought that's what we were working on with the application.

Lorena Parker  
*Executive Director*  
*San Pedro Property Owners' Alliance*  
**San Pedro Historic Waterfront  
Business Improvement District**  
390 W. 7th Street | San Pedro, CA 90731  
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[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)  
[www.sanpedrobid.com](http://www.sanpedrobid.com)

----- Forwarded message -----

From: **Sandra Ciaramitaro** <[sandra.ciaramitaro@lacity.org](mailto:sandra.ciaramitaro@lacity.org)>  
Date: Wed, Aug 16, 2017 at 3:39 PM  
Subject: Re: Insurance Certificate Approved for San Pedro Property Owners Alliance  
To: Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)>  
Cc: Lorena Parker <[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>

Hi Gianine

I just received a notification from street services that the insurance approval number you forwarded for Fleet Week Welcome Party expired on 08/15/2017. Can you please clarify the Insurance Certificate Approval Number.

Thanks

Sandra

On Tue, Aug 15, 2017 at 9:33 AM, Sandra Ciaramitaro <[sandra.ciaramitaro@lacity.org](mailto:sandra.ciaramitaro@lacity.org)> wrote:

Good Morning

I submitted the insurance certificate approval number  
We should be good to go

On Mon, Aug 14, 2017 at 2:11 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:  
Thank you Rauhman. I appreciate that.

On Aug 14, 2017 2:06 PM, "Rauhman Lavergne" <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Afternoon Gianine,

I am glad to hear that the event went well.

I just sent a follow up to our Risk Management Dept. to let them know that we are two weeks out from the event. I will let you know if they give me a time frame.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Mon, Aug 14, 2017 at 1:49 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Thankd again for all your assistance for our event Sun. Everything went great!  
Any updates from Risk managenent for our Aug. 30th event.

Getting worried we are 2 weeks out.  
Please advise.

Thanks,  
Gianine

On Aug 11, 2017 1:24 PM, "Rauhman Lavergne" <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Afternoon,

Attached is the fully executed permit for CICLIVIA this weekend. Please let me know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Thu, Aug 10, 2017 at 2:55 PM, Rauhman Lavergne

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

My pleasure.

Yes, we did. Just waiting for our Asset Management team to get back the insurance determination and anything else we need to proceed with the next event.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Thu, Aug 10, 2017 at 2:45 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Thank you Rauhman. We really appreciate all your support.

Look forward to working with you on our next event.

Did you see the approval from Council District 15?

Talk to you soon.

All the best,  
Gianine

On Thu, Aug 10, 2017 at 1:53 PM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Hello Gianine,

It was my pleasure.

We just got the work order / log # for your event. It is Log # 175269 . This number is the number you can reference to parking enforcement should anyone be parked in the lot during the time of your event. I will be sending the main contract to the City Attorneys office soon. We may get it back after your event but that is okay. As long as you have this work order # you are good to go. We will get you the contract as soon as we have it back. Let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 2:45 PM, Gianine Rizzi

<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Thank you I really appreciate your follow up. Regarding the deposit that is great.

On Aug 9, 2017 2:29 PM, "Rauhman Lavergne"

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Hello Gianine,

Just wanted to let you know we just got your letter with all of the items we needed for your event this Sunday. I am going to order the signs now and will get you the work order # whenever I receive it. Also, we will be able to use your same deposit for the next event to make things a little easier. Let me know if you have any

questions.

Best Regards,

Rauhman Lavergne

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 11:20 AM, Gianine Rizzi

<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Raughman,

We are in the process of getting the ABC approval. LAPD, and CD15 has already signed off.  
I can forward it with our application.

Please let me know what other requirements we will need to submit once you know more.

Thanks,  
Gianine

On Wed, Aug 9, 2017 at 11:08 AM, Rauhman Lavergne

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Because of the Beer Garden, it will change up the insurance requirement a bit. I will have to re-send it to our Risk Management team to get a determination. Also, you will need to provide us with an ABC permit that DOT will need to sign off on because the lot is our property. Let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 10:41 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Raughman,

Thanks so much.  
Here is some details.

Event Name: LA FLEET WEEK WELCOME PARTY  
Event Date: Wed. Aug. 30th, 2017  
Event Hours - 5:00 PM - 10:00 PM  
Set-Up Time including Street Closure beginning at:10:00 AM  
End Time including Street Closure reopening: 1:00 PM

Location Parking Lot 735- located at 398 W. 5th St. San  
Pedro, CA 90731  
Between 5th and 6th St. on Mesa St.

Lot will be utilized for event seating (tables and chairs)  
Beer Garden

I have CC'd Sandra Ciaramitaro and Jacob Haik from the  
Council office on this email. They will be able to provide  
approval. They are co-sponsoring the event.

Please let me know what else I need to supply.  
I am working on insurance as we speak.

Thank you,  
Gianine Rizzi

On Wed, Aug 9, 2017 at 10:24 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Will do. My pleasure.

We need to know exactly when you need the lot, including  
any set-up and break-down. We also need to know exactly

what you will be using the lot for. Once we have that, we will have to check with the Council Office to see if they have any objections.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 10:16 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Please let me know when it is received. We did priority overnight so it would arrive by Noon yesterday.  
Thanks for the head's up regarding the signs.

Secondly, we have a second event I need to obtain the lot for. I am working on insurance right now. The event is for Wed. Aug. 30th, 2017.

What would you recommend to start the process and expedite it for this second permit.  
Your input would be greatly appreciated.

All the best,  
Gianine

On Wed, Aug 9, 2017 at 10:02 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Gianine,

I did check the tracking number this morning and noticed that your letter was delivered yesterday. Unfortunately, at this time, we still have not received it. Sometimes the mail room can take time to sort everything. Hopefully we should be receiving it soon.

The signs will be ordered as soon as we receive payment and all the other necessary documents we requested. Once ordered, DOT will put the signs up on

the lot 24 hours ahead of the event.

Let us know if you have any other questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 9:55 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Just confirming you have everything you need from us for our permit for this Sun. 8/13 for lot 735. Please let me know when to anticipate the signs? Do I install them, or does someone else.

Please advise.

Thank you,  
Gianine Rizzi

On Tue, Aug 8, 2017 at 10:51 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:  
Gianine,

No, that is fine. Just wanted to double check. I will let you know as soon as we receive it.

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation



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On Tue, Aug 8, 2017 at 10:50 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

It is in the package with the payment and the contract. Do you need me to scan and email it to you?

On Tue, Aug 8, 2017 at 10:48 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Great, thank you.

What is the status regarding the Workers Comp waiver?

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Tue, Aug 8, 2017 at 10:21 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Good Morning Rauhman,

We sent our payment overnight and our signed agreement.

Tracking Number: EL 543585674 US

To answer your question we are a 501-C3 non-profit. We are the only organizers of the event.

Let me know if you need any other clarification, and please confirm receipt of our payment and paperwork.

Thanks,  
Gianine

On Tue, Aug 8, 2017 at 9:13 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Lorena,

Our Risk Management Division would like to know if you are the sole proprietor of the organization that the event permit is going under?

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Mon, Aug 7, 2017 at 9:02 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:  
Good Morning,

We are coming up close on the date for your event on August 13, 2017. Just wanted to let you know that we will

need the WC waiver, the fees, and the deposit by no later than Wednesday August 9th before 1 pm so that we can order your "No Parking" signs for the event. If these items are not in our possession by that time, we can't guarantee that the sign shop will have enough time to put the signs on the lot for your event. Please let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 2, 2017 at 4:07 PM,  
Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:  
Hi Gianine,

The insurance looks good.

We just need to have the signed contract, the workers comp waiver, and the fees and we will be good to go. I have sent all of this to Lorena.

Let us know if you have any questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 2, 2017 at 3:11 PM,  
Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:  
Hi Rauhman,

I wanted to follow up to let you know the proof of insurance was uploaded yesterday to track4LA by our broker. (See below) Please confirm receipt.  
We are processing payment for our permit. Let us know what else you need to finalize the permit for the lot.

Thanks in advance.

Best Regards,  
Gianine Rizzi

----- Forwarded message  
-----

From: "Lorena Parker"  
<[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>  
Date: Aug 2, 2017 11:58 AM  
Subject: Fwd: Insurance Certificate  
Approved for San Pedro Property  
Owners Alliance  
To: "Gianine Rizzi"  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)>  
Cc:

Lorena Parker

Executive Director  
San Pedro Property Owners' Alliance  
**San Pedro Historic Waterfront  
Business Improvement District**  
390 W. 7th Street | San Pedro, CA  
90731  
T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)  
[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)  
[www.sanpedrobid.com](http://www.sanpedrobid.com)

----- Forwarded message  
-----

From:  
<[cao.riskmgmt@lacity.org](mailto:cao.riskmgmt@lacity.org)>  
Date: Wed, Aug 2, 2017 at 8:54  
AM  
Subject: Insurance Certificate  
Approved for San Pedro Property  
Owners Alliance  
To: [lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)  
Cc: [rick.larue@nfp.com](mailto:rick.larue@nfp.com),  
[heidi.fils@nfp.com](mailto:heidi.fils@nfp.com),  
[hfiles@insurancewest.com](mailto:hfiles@insurancewest.com)

Heidi Fils,

The insurance submitted on  
behalf of your client is approved.  
It meets the minimum insurance  
requirements of Track4LA, The  
City of Los Angeles Insurance  
and Bond Internet Tracking  
System.

San Pedro Property Owners  
Alliance

Certificate Approval (CA)  
#122225

Certificate link :  
[http://track4la.lacity.org:80/  
DataServlet2010?action=7&is201  
0=true&formid=122225&  
type=2010&emallink=6122225](http://track4la.lacity.org:80/DataServlet2010?action=7&is2010=true&formid=122225&type=2010&emallink=6122225)

Please Note: Your client must  
comply with the insurance  
provisions of the contract,  
permit,  
lease or other agreement they  
have with the City of Los  
Angeles, the requirements of

which may be greater than the minimum requirements of Track4LA®. Your client's compliance is subject to audit and/or production of the insurance policies providing the required coverages.

Willful avoidance of financial responsibilities may subject the violator(s) to civil and criminal liabilities under the law, including but not limited to California False Claims Act, Government Code Section 12650 et seq.

Thank you for submitting your insurance and/or bond document.

The City of Los Angeles has implemented Track4LA®, The Self Service Insurance Compliance Network to better serve the business community. It provides 24 hours/7 days a week instant electronic insurance approvals on the industry ACORD 25 insurance certificate. Please take a moment to visit the new Track4LA® Home Page to learn more about the system.

Insurance brokers may register to use the system from the Home Page.

<http://Track4LA.lacity.org>

Please contact us at [\(213\) 978-7475](tel:213-978-7475) with any questions regarding Track4LA®.

If you are working with the Port of Los Angeles, please contact us at [\(310\) 732-3758](tel:310-732-3758).

--

Sandra Ciaramitaro  
Council Aide/Special Events  
Office of Councilmember  
Joe Buscaino  
15th District  
Phone: [310-732-4515](tel:310-732-4515)  
Fax: [310-732-4500](tel:310-732-4500)

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Sandra Ciaramitaro  
Council Aide/Special Events  
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Joe Buscaino  
15th District  
Phone: [310-732-4515](tel:310-732-4515)  
Fax: [310-732-4500](tel:310-732-4500)